

Electronic Records Retention and Destruction Advisory Committee

Tuesday, July 30, 2013

10:00 a.m. – 3:00 p.m.

Conference Room 119 A/B

State Courts Building, 1501 W. Washington, Phoenix, AZ 85007

Conference Number: 602-452-3288 Access Code: 9583#; [Web Ex](#)

AGENDA

TIME		PRESENTER
10:00 a.m.	Call to Order/ Welcome	<i>Marcus Reinkensmeyer, Chair</i>
10:05 a.m.	Approval of Minutes – June 14, 2013 <input type="checkbox"/> <i>Formal Action/Request</i>	<i>Marcus Reinkensmeyer</i>
10:10 a.m.	Additional History of the Arizona Trial Court Records Retention Schedules, Federal Court Policies, and Other Issues Raised at Last Meeting	<i>Melinda Hardman, Sr. Policy Analyst, AOC</i>
10:40 a.m.	Retention Schedules with Minimum and Maximum Retention Periods	<i>Laura Palma-Blandford, ASLAPR</i>
10:55 a.m.	Concerns Raised about the Length of Time Data is Displayed on the Public Access to Court Information Website	<i>Amy Wood, Manager, Caseflow Management Unit, AOC</i>
11:10 a.m.	Additional Elements of the Cost of Digital Preservation	<i>Linda Reib, Electronic Records Archivist, ASLAPR</i>
11:30 a.m.	Comparison of Factors Related to Storage Costs of Electronic Court Records	<i>Stewart Bruner, Manager of Strategic Planning, ITD, AOC</i>

Lunch Break

All times are approximate. The Chair reserves the right to set the order of the agenda. For any item on the agenda, the Committee may vote to go into executive session as permitted by Arizona Code of Judicial Administration § 1-202. Please contact Melinda Hardman (602-452-3453), committee staff, with any questions concerning this agenda. Any person with a disability may request a reasonable accommodation, such as auxiliary aids or materials in alternative formats, by contacting Julie Graber at (602) 452-3250. Requests should be made as early as possible to allow time to arrange the accommodation.

12:30 p.m.	Discussion of Electronic Records Retention and Destruction Policy Questions (AO) and Draft Preliminary Recommendations	<i>Committee Members</i>
2:50 p.m.	Next Meeting: Sept. 9, 2013 10:00 a.m. – 3:00 p.m. Arizona State Courts Building Conference Room 119 A/B	<i>Marcus Reinkensmeyer</i>
2:55 p.m.	Call to the Public	<i>Marcus Reinkensmeyer</i>

ADDITIONAL MEETING DATES

September 9, 2013; 10:00 a.m.
October 1, 2013; 10:00 a.m.
October 31, 2013; 10:00 a.m.
November 22, 2013; 10:00 a.m.

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